

LESD EXTENDED DAY QUICK REFERENCE GUIDE



Full parent handbook: Visit the Community Education Department site under “Departments” at
www.lesd.k12.az.us

Locations and Phone

Barbara B. Robey Elementary bre-extday@lesd.k12.az.us	623-547-1480		Rancho Santa Fe Elementary rse-extday@lesd.k12.az.us	623-535-6567	
Belen Soto Elementary bse-extday@lesd.k12.az.us	623-547-3474		Scott L. Libby Elementary sle-extday@lesd.k12.az.us	623-535-6205	
Corte Sierra Elementary cse-extday@lesd.k12.az.us	623-547-1007		Verrado Elementary ves-extday@lesd.k12.az.us	623-547-1607	
Dreaming Summit Elementary dse-extday@lesd.k12.az.us	623-547-1212		Verrado Heritage Elementary vhe-extday@lesd.k12.az.us	623-547-3346	
Litchfield Elementary les-extday@lesd.k12.az.us	623-535-6165		Accounts and Billing 250 E. Sagebrush St., Litchfield Park Hours: 7:30 AM - 3:30 PM	623-535-6046 623-535-6052	
Mabel Padgett Elementary mpe-extday@lesd.k12.az.us	623-547-3292			Community Education Dept. Main	623-535-6042
Palm Valley Elementary pve-extday@lesd.k12.az.us	623-535-6483				

Critical Information

Please be aware that Extended Day is a separate entity from the school, and information provided to the school is not automatically shared with Extended Day staff. Health information, attendance, special needs, custody documents, etc. must be provided to Extended Day even if previously provided to the school.

Program Hours

All Extended Day sites open at 6:00 AM for those registered for AM or AM/PM, and go until the children are released to school staff. PM programs start at the end of the school day and end at 6:00 PM.

Registration

Students must be re-registered annually. Register online at: <https://family.daycareworks.com/login.jsp>

For assistance please call the Accounts and Billing number above.

Registration for camps will open a month before the first day of the camp, and registration and payment must be completed by the Tuesday prior to the camp date.

ALL CAMPS WILL BE LOCATED AT CORTE SIERRA ELEMENTARY SCHOOL FOR THE SCHOOL YEAR.

Tuition and Payments

Tuition payments are due on the first day of each month. Payments may be made online via DayCareWorks with a \$2 processing fee, or in person at the Community Education Department office at 250 E. Sagebrush St. in Litchfield Park. After-hours payments may be left in the secure drop box in the door. A \$25 late fee is assessed to unpaid accounts on the 5th of the month. Accounts not paid by the 10th will be closed and the child(ren) withdrawn from the program. A 10% discount is applied for a 2nd child registered, 20% for a third child. A 20% discount is applied for LESD employees.

Monthly Rates

AM Only	PM Only	AM/PM	Minimum Use - PM	Minimum Use AM/PM	Single Day	Inservice Day
\$135	\$187	\$312	\$109	\$151	\$25	\$41

If enrolled in AM-Only or Camp-Only: cost of Early Dismissal Days is an additional \$20.

Single-Day rate available for Minimum Use or Camp Only accounts. Prepay by Thurs. of the preceding week.

Single-Day rate is not available for Inservice Days.

NEW: Full-Day Preschool tuition includes Fall and Spring Break Camps, but you must now register your child for these camps in your parent portal account. The accounts of preschool students who are registered for camp but attend fewer than two days will be charged a \$20 staffing fee.

Release of Students

Children will only be released to a parent or a person designated on the child's Emergency Information Card. Court documents must be provided if a parent or stepparent is NOT to pick up a child.

Illnesses/Infestations

If a child is sent home from school or Extended Day with a communicable illness or infestation, they may not return without a doctor's note unless they have been fever-free and symptom-free for at least 24 hours.

Important Dates for 2019-2020

Early Dismissal Days: Aug. 14, Sept. 18 & 30, Oct. 1, 2 & 23, Nov. 13, Dec. 11, Feb 26, Mar. 26, Apr. 16, May 7 & 21

Inservice Days: Sep. 4, Jan. 15, Feb. 12

Fall/Spring Break Camp at Corte Sierra Elem.: Oct. 5-9 and March 8-12

All Extended Day programs CLOSED: All weekends, Sept. 7, Nov. 11, 25, 26, 27, Dec. 21-Jan. 1, January 18 and February 15.

Full 2020-2021 LESD Calendar can be found under the "School Year Calendar" tab at www.lesd.k12.az.us